

**ON THE JOB TRAINING RECORD
CONTINUATION SHEET**

A 12-month training evaluation was conducted on the undersigned on _____. The EA Recruiter JQS 8R000-001 dated **21 January 2003** was used as a guide and the recruiter was evaluated as follows:

Instructions: The following items must be evaluated. **Validate the recruiter can perform each task through observation.** These tasks are time phased for completion by the 8th month of training. **Note: You do not need to wait until the evaluation is due to evaluate individual tasks. You may complete this form as training progresses and finish it at the 12 month evaluation.**

Ratings: (Note: ADD any tasks not closed out at the 8 month evaluation in the appropriate sections below).

S = Satisfactory level indicates trainee is able to do all parts of the tasks, needing infrequent guidance to complete work, and meets local demands for speed and accuracy, while meeting production requirements.

U = Unsatisfactory level means the trainee is unable to do simple parts and needs to be shown how to do most of the task.

Any task identified by a (*), which is rated unsatisfactory, will result in the entire evaluation to be rated unsatisfactory. Any task identified by a (*), which is not closed out by the end of the time phasing, will render the entire evaluation unsatisfactory.

Planning:

_____ * Establish a yearly plan.

Applicant Processing:

_____ Obtain prior service records.

_____ Obtain conditional releases from other services.

_____ Explains fact and principles associated with obtaining required source documents and conditional releases prior to processing guard or reserve applicants.

School Programs:

_____ Conduct an ASVAB interpretation.

COI:

_____ Plan, coordinate and conduct an influencer COI.

Administrative Functions:

_____ Conduct a self-inspection program.

_____ Conduct, validate and maintain market surveys.

List any other tasks carried over from 8 month evaluation (if any):

Rating:

_____ Task #: _____ _____ Task #: _____ _____ Task #: _____

_____ Task #: _____ _____ Task #: _____ _____ Task #: _____

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LAST NAME, FIRST NAME, MIDDLE INITIAL

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OVERALL RATING: SATISFACTORY / UNSATISFACTORY---If Unsatisfactory, you must develop a training plan by task and subtasks requiring training. Strengths and weaknesses must be identified in relationship to tasks and subtasks. For example: Good at closing sales, establishing rapport, etc., as opposed to great attitude, nice person.

I RECOMMEND / DO NOT RECOMMEND (circle one) this recruiter for certification at this time.

Is the recruiter ATB: Yes / No **Goal:**_____ **Actual**_____ **Percentage**_____

Note: If recommended, send AF Fm 623, OJT Record, to squadron RST immediately.

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Strengths and Weaknesses: _____

Plan to correct training deficiencies: Must be task and subtask related, Ex: Task 2(a)(1), etc. All Unsatisfactory tasks must be identified.

If this evaluation is rated SATISFACTORY and the recruiter in non-ATB year-to-date, justify your rating:

(Flight Chief Rank/Name/Signature)

(Recruiter Rank/Name/Signature)

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RST Review: _____

(Sq RST Rank/Name/Signature)

(Date)

CCU Review: I certify I have reviewed this training evaluation and CONCUR / NONCONCUR with the rating. (If non-concur, provide justification below .) If a training extension is requested, approval IS / IS NOT recommended. The training plan (if required) is APPROVED / MODIFIED (circle one) as follows:

If you concurred with the SATISFACTORY rating and the recruiter is non-ATB year-to-date, justify your concurrence:

(Sq CCU Rank/Name/Signature)

(Date)

☐ Train Track updated _____
(Date) (Initials)

OPR: HQ AFRS/RSOT--23 JAN 2003

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